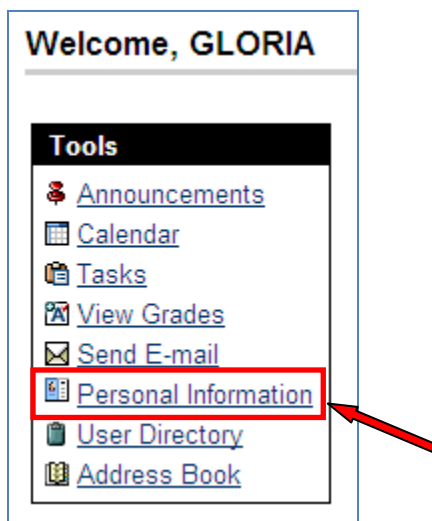


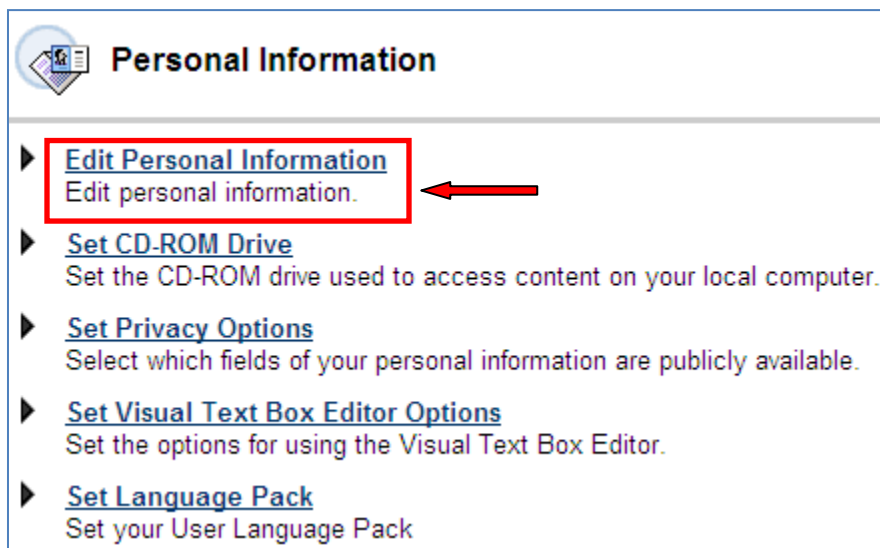
By default Blackboard uses your official University email address. The email address associated with your Blackboard account is used for communication among Blackboard users. If the email address listed is not your primary email address, you may change it to another email address.

To change your email address in Blackboard:

1. Click the **Personal Information** link in the **Tools** area on left side of the Blackboard home page.



2. Click the **Edit Personal Information** link.



3. Enter your desired email address. (For example, thomasgy@gmail.com).

Edit Personal Information

1 Personal Information

* First Name

Middle Name

* Last Name

Email

2 Account Information

* Username

NOTE: This will only change the address used for email sent through Blackboard.

4. Click **Submit** to finish and to save changes. If you decide to use your USC email address in the future, you must manually change your Blackboard email address.

PERSONAL INFORMATION > EDIT PERSONAL INFORMATION

Edit Personal Information

User information updated.

First Name: Gloria

Middle Name:

Last Name: Washington

Email: thomasgy@gmail.com

Username: gWASHINGTON

Department: Teaching & Technology Services

Street 1:

Street 2:

City:

State / Province:

Zip / Postal Code:

Website: http://www.uts.sc.edu/tts

Home Phone:

Work Phone: (803) 777-6015

Work Fax:

Mobile Phone:

Tuesday, July 28, 2009 12:15:23 PM EDT

5. Click the **OK** button at the bottom of the screen.
6. At the **Personal Information** screen, click the **OK** button at the bottom of the screen.